

State of Idaho

BOARD OF EDUCATION

P.O. Box 83720

Boise, Idaho 83720-0027

PROPRIETARY SCHOOL REGISTRATION APPLICATION FORM

The Idaho State Board of Education has ruled that the information on this registration form must be supplied by each proprietary school registering, and submitted to the State Board of Education.

Registration fee of one hundred dollars (\$100.00), Processing fee of one hundred dollars (\$100.00) per course or set of related courses, completed Student Tuition Recovery Account with calculated fee, twenty-five dollars (\$25.00) for each agent, and verification of a minimum \$25,000 bonding to accompany this completed application form.

1. Name of School _____

Home Office Address _____

School Address _____

Organized under laws of what state _____ Phone _____

School Officials (Name and Title):

a. _____

b. _____

c. _____

d. _____

Representatives or Agents in Idaho:

a. _____

b. _____

c. _____

d. _____

Proprietary School Registration Application Form
Page 2

2. List course or courses of study offered and submit an outline or syllabus for each course of study.
(Use additional sheets if necessary.)

3. Is it intended that satisfactory completion of a course will qualify the student for a specific occupation? ____ Yes ____ No

4. Give the total cost of each course of study offered and indicate how payment is made:

Course	Total Cost	Single Payment	INSTALLMENT		
			Minimum First Payment	Number of Payments	Amount of Each

5. If the school cancels or refunds any portion of the total cost of a course when a student fails to complete the course, list the refund schedule.

6. List minimum qualifications (training and experience) of instructors for each course of study offered. Use additional sheets if necessary.
7. Describe the physical facilities available for instruction. (Number of classrooms, equipment, tools, machines, number of work stations, etc.)
8. Submit copies of all advertising, pamphlets or other literature used in soliciting students and a copy of all contract forms used.

9. **CALCULATION OF GROSS TUITION INCOME/
TOTAL STUDENT ENROLLMENT**

FOR THE PERIOD

BEGINNING _____ and ENDING _____

GROSS TUITION IS DEFINED AS FUNDS FROM ALL STUDENT TUITION, LESS REFUNDS, BUT INCLUDING ALL LAB FEES. GROSS TUITION INCOME DOES NOT INCLUDE REGISTRATION FEE, COSTS OF BOOKS, SUPPLIES, TOOLS, OR EQUIPMENT PURCHASED BY STUDENTS.

Total Income from Tuition	\$
Total Income from Lab Fees (+)	\$
SUBTOTAL	\$
Minus Total Refunds (-)	\$
GROSS TUITION INCOME	\$

Total student enrollment is defined as the number of students participating ten (10) days after the beginning of a class.

Total student enrollment (year or more) _____

Total student enrollment (short term, less than one year) _____

I HEREBY CERTIFY THAT THE INFORMATION SUBMITTED ON OR RELATIVE TO THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

DATE

SIGNATURE

TITLE